

STATINTL

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE									
ORDERED BY (PERSON)				BUILDING		ROOM	PHONE	THIS DATE	
BRANCH OR OFFICE				DIVISION		SECTION		DATE JOB REQUIRED	
Office of General Counsel				J		1711	3436	101 12468 10 March 1952	
20 March 1952									
TYPE REQUIRED	X	SIZE	NUMBER OF ORIGINALS	COPIES REQUIRED ON EACH	TOTAL NUMBER OF COPIES	PRINT	X	BINDERY	X
PHOTOSTAT				NEG.		ONE SIDE		ASSEMBLED	
				POS.		TWO SIDES		UNASSEMBLED	
PHOTOGRAPHY				NEG.		HEAD TO HEAD		FASTENED	
				PRINTS		TUMBLE HEAD		PUNCHED	
MICROFILM				NEG.		PAPER		PADDED	
				PRINTS		KIND	COLOR	ADDRESSED	
OZALID						white		PERFORATED	
COMPOSING						INK	NUMBER	RERUN DATA	X
OFFSET PRINT						COLOR		TO BE RERUN	
						Black		NOT TO BE RERUN	
REMARKS:									
MIMEOGRAPH						X 8 1/2 x 13 1/2 200			
ADDRESSOGRAPH									
DELIVERY RECEIPT									
THIS SERVICE ORDERED ON THIS REQUISITION RECEIVED									
, 19									
FORM NO. 36-2 JUL 1950									

STATINTL

[Handwritten signature]
3/10/52

Approved For Release 2000/08/25 : CIA-RDP58-00453R000200180009-6

INSTRUCTIONS

Submit this requisition in triplicate for each type of job. The blue copy will be returned with the date of its receipt and the requisition JOB NUMBER indicated.

Always refer to requisition JOB NUMBER when inquiring about work.

When requesting reruns reference should be made to the prior JOB NUMBER under "Remarks."

Name, building, room, phone, etc. appearing at the top of the requisition should be that of the person most familiar with the job.

Determine definitely what is wanted before sending copy for reproduction. Rebuilding a form in proof is expensive, often costing more than the original composition.

(OVER)

U. S. GOVERNMENT PRINTING OFFICE 10-62490-1

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